

June

Calendar of Events

You **MUST** be registered with WorkSource to attend workshops. If you have not completed the registration process, please come at least 45 minutes **before** your workshop.

Please arrive ON TIME for workshops, doors close 5 minutes after the class begins. Thank you!



1570 Irving Street SW

Tumwater, WA 98512

360-704-3600

www.go2worksource.com

www.worksourcethurston.com

Workshops have limited space, first come-first served.

Job Hunter Workshops

Job Search Strategies*

Successful job search in 2011 is possible! Learn about job search techniques, the hidden job market and networking tools.

Perfecting Applications*

An application for employment can make or break your chances with an employer. Learn how to complete an application that will attract employers and lead to more interviews.

Resumes & Cover Letter Introduction*

Learn resources to assist in getting your resume started. What resume format is right for you? What is a master resume and what is a targeted resume? This is an instructor based class. For hands-on resume work, attend our Skill Building Labs after you get the basics in this workshop.

Interviewing Techniques*

Are certain interview questions hard for you? Do you have trouble tooting your own horn? Are there events in your employment or personal history that might raise red flags with potential employers? Do interviews just plain make you nervous?

*** May count as one job search activity for UI claimants.**

Dislocated Worker Orientation

Wednesdays: 1:30-4:00pm

The purpose of the Dislocated Worker Program Orientation is to determine program eligibility and outline program services that can assist a dislocated worker in job search assistance or retraining for an In-demand career.

Job Corps Orientation

Tuesdays: 3:00-5:00pm

Find out more information about Job Corps.

Veteran's Job Club*

Every Other Thursday, 9th & 23rd 8:30am-11:30am

Topics include:

- Transferring military experience into civilian verbiage to enhance your resume.
- Enhancing your job search strategies
- VA Benefit Information

Marketing Yourself 101

Every Other Thursday 8:30-11:30am (2nd, 16th, & 30th)

Learn how to navigate Federal employment sites and how to market yourself through online applications.

I'm Afraid of the Computer

Mondays 9:00am-12:00pm

Learn basic computer skills to further your job search abilities, such as:

- Maneuvering keyboard and mouse
- Creating/Navigating email accounts
- Navigating internet browsers
- Typing Tips

Practicing Computer Skills

Tuesdays 9:30-11:00am

Practice basic computer skills attained while in IAotC, such as:

- Typing
- Opening/Sending/Organizing Email
- Manipulating/saving Word documents

Online Computer Skills

Thursdays 2:30-4:00pm

Learn online navigation to further your job search, such as:

- Navigating Go2WorkSource.com
- Create Careers.wa.gov profile
- Begin learning on GCFLearnfree.org

Hands-On with Resumes/Applications

Wednesdays 9:00-11:00am

Practice what you have learned in Perfecting Applications and Resumes & Cover Letters to build and post resumes/applications online. **Please attend Job Hunter Workshop (Resume and Cover Letters) and the application series before attending this workshop.**

***May count as one job search activity for UI claimants.**

Please remember, each workshop can only be used once every 12 months to count as a job search activity.

Please make other arrangements; we cannot accommodate children in workshops.



June 2011



Monday	Tuesday	Wednesday	Thursday	Friday
		1 st Hands-on with Resumes/Applications 9:00-11:00am Dislocated Worker Orientation 1:30 pm-4:00 pm Job Hunter Workshop* (Interviewing Techniques) 2:00 pm-5:00 pm	2 nd Marketing Yourself 101 8:30-11:30am Online Computer Skills 2:30-4:00pm	3 rd No Workshops
6 th I'm Afraid of the Computer 9:00am-12:00pm Job Hunter Workshop* (Perfecting Applications) 2:15-4:15pm	7 th Practicing Computer Skills 9:30-11:00am Job Corps 3:00 pm-5:00 pm	8 th Hands-on with Resumes/Applications 9:00-11:00am Dislocated Worker Orientation 1:30 pm-4:00 pm Job Hunter Workshop* (Job Search Strategies) 2:00 pm-5:00 pm	9 th Veteran Job Club* 8:30am-11:30 am Online Computer Skills 2:30-4:00pm	10 th No Workshops
13 th I'm Afraid of the Computer 9:00am-12:00pm Job Hunter Workshop* (Resume & Cover Letter) 2:15-4:15pm	14 th Practicing Computer Skills 9:30-11:00am Job Corps 3:00 pm-5:00 pm	15 th Hands-on with Resumes/Applications 9:00-11:00am Dislocated Worker Orientation 1:30 pm-4:00 pm Job Hunter Workshop* (Job Search Strategies) 2:00 pm-5:00 pm	16 th Marketing Yourself 101 8:30-11:30am Online Computer Skills 2:30-4:00pm	17 th No Workshops
20 th I'm Afraid of the Computer 9:00am-12:00pm Job Hunter Workshop* (Perfecting Applications) 2:15-4:15pm	21 st Practicing Computer Skills 9:30-11:00am Job Corps 3:00 pm-5:00 pm	22 nd Hands-on with Resumes/Applications 9:00-11:00am Dislocated Worker Orientation 1:30 pm-4:00 pm Job Hunter Workshop* (Resume & Cover Letter) 2:00 pm-5:00 pm	23 rd Veteran Job Club* 8:30am-11:30 am Online Computer Skills 2:30-4:00pm	24 th No Workshops
27 th I'm Afraid of the Computer 9:00am-12:00pm Job Hunter Workshop* (Resume & Cover Letter) 2:15-4:15pm	28 th Practicing Computer Skills 9:30-11:00am Job Corps 3:00 pm-5:00 pm	29 th Hands-on with Resumes/Applications 9:00-11:00am Dislocated Worker Orientation 1:30 pm-4:00 pm Job Hunter Workshop* (Interviewing Techniques) 2:00 pm-5:00 pm	30 th Marketing Yourself 101 8:30-11:30am Online Computer Skills 2:30-4:00pm	

→→→→→**WORKSHOPS ARE SUBJECT TO CHANGE PERIODICALLY**←←←←←

WorkSource is an equal opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities. Language interpreter services may require 2 weeks' notice for scheduling.

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